



CITY OF MARICOPA POLICE DEPARTMENT

Operations

Policy
3.01

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Steve Stahl, *Chief of Police*

Rev. 6/22/2020

Use of Force – Reporting Protocols

1. PURPOSE

The purpose of this order is to provide the Maricopa Police Department (MPD) personnel with general guidelines for use of force reporting protocols and should not be considered as all inclusive.

Refer to [OPS 3.00 Response to Resistance/Use of Force](#) for force options and guidelines.

2. NON-DEADLY FORCE POLICE INCIDENTS

General Guidelines

Refer to [OPS 3.00 Response to Resistance/Use of Force](#) for further information regarding use of force protocols.

Officer Responsibilities [4.2.1]

- Apprehend suspect(s) and secure scene.
- Provide any medical treatment and/or request emergency services.
- Notify a non-involved supervisor.
- Identify witnesses and include their information in related reports.
- Photograph sustained or complained areas of injury(s), as well as overall photographs of the subject.
- Document the use of force in a Department Report (DR) or Supplemental Report, unless directed not to by a Lieutenant or Detective Sergeant.
- Specify the circumstances that necessitated the use of force, the type of force used, and any subject complaints of injury, medical treatment received or refusal of medical treatment.
- Each member that uses reportable force shall complete a Supplemental Report.
- Complete reports as soon as possible after incident, but prior to the end of shift.

Supervisor Responsibilities [4.2.2]

- Non-involved supervisor immediately respond to the scene.
- Obtain basic facts from the involved officer(s).
- Conduct initial review of the application of use of force.
- Ensure medical treatment provided.
- Ensure overall photographs taken, including areas involving visible injury or complaint of pain.
- Ensure all necessary evidence is collected.
- Blue Team Use of Force entry must be completed prior to end of shift. If force involves multiple officers or multiple subjects, complete only one Blue Team Use of Force Report.
- Review and approve the Spillman report(s) and ensure the Use of Force incident circumstances code "FORCE" is entered.
- The Lieutenant approving the Blue Team Use of Force Report shall:
 - Make sure all applicable information has been gathered and entered into Blue Team.
 - The complete Blue Team Use of Force Report is forwarded to the Commander for



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review within five days of the incident.

3. POLICE INCIDENTS INVOLVING DEATH / SERIOUS INJURY

General Guidelines

Refer to [OPS 3.02 Police Incidents Involving Death/Serious Injury](#) for further information regarding use of force protocols.

Officer Responsibilities

Refer to [OPS 3.02 Police Incidents Involving Death/Serious Injury](#) for further information regarding use of force protocols.

Supervisor Responsibilities [4.2.2]

Refer to [OPS 3.02 Police Incidents Involving Death/Serious Injury](#) for further information regarding use of force protocols.

- Confer with Lieutenant or Detective Sergeant to determine which supervisor will complete Blue Team Use of Force Report.
 - If force involves multiple officers or multiple subjects, complete only one Use of Force Report.
 - Review and approve the Spillman report(s) and ensure the Use of Force incident circumstances code “FORCE” is entered
- Complete [Use of Force Report](#) form.
 - The Blue Team Use of Force Report shall be completed and sent to immediate supervisor prior to the end of shift.
 - The Lieutenant approving the Blue Team Use of Force Report shall make sure all applicable information has been gathered and entered into Blue Team.
 - The Blue Team Use of Force Report will be forwarded to the Commander for review within five days of the incident.
 - The affected Lieutenant will present the facts of the incident and of his/her preliminary review and investigation at the MPD review board. The review board is composed of command, supervisory staff and officers representing relevant work assignments of the police department. The meeting convenes at minimum quarterly, to review each report and consider policy, training, or weapon/equipment issues related to the incident.

Incident Commander Responsibilities

Refer to [OPS 3.02 Police Incidents Involving Death/Serious Injury](#) for further information regarding use of force protocols.